



New Jersey Housing and Mortgage Finance Agency

## **Solar Photovoltaic Requirements and Documentation**

### **IMPORTANT NOTES:**

- Changes to the minimum requirements of the solar photovoltaic green point, due to extenuating circumstances must be submitted in writing to the NJHMFA Green Homes Office. Changes must have written approval prior to implementation.

### **WHAT TO SUBMIT WITH TAX CREDIT APPLICATION**

Attach hard copies of the following with application.

Exhibit A: Completed and Signed Developer Affidavit, Attachment D.

Exhibit B: Written and Signed quote from Solar Installer indicating Exhibits C through G

Exhibit C: Location of system – via site plan and indicated in quote (roof or stand)

Exhibit D: Size of system – indicated in quote

Exhibit E: Type of system – indicated in quote

Exhibit F: Cost of system – indicating whether taking the federal tax incentive, and/or any other incentives.

Exhibit G: Expected energy output of system – indicated in quote

**FINAL SUBMISSION & PROJECT TIMELINE:**

- a. Prior to start of construction submit the following:
  - i) Completed and Signed Solar Installer Affidavit, Attachment E.
  - ii) Expected energy output of system compared to expected energy usage of common areas
- b. If receiving NJHMFA construction, Home Express financing, or NJHMFA Permanent financing:
  - i) Submit the items under a/i – iii.
  - ii) Cost breakout: total installed cost, incentives (if any), amount of energy cost saved per year, and amount to be paid by developer
- c. For 8609 package and sent to Kwesi Daniels:
  - i) Copy of final inspection by utility company, municipal authority, and /or BPU representative (BPU needed if selling Solar Renewable Energy Certificates).
  - ii) Copy of NJ Clean Energy SREC Certification letter confirming your projects SREC number.
  - iii) Confirmation letter from NJ Green Homes Office - that it meets the LIHTC requirements

**FOR MORE INFORMATION & TO APPLY:**

*Please send all required documents within 'FINAL SUBMISSION & PROJECT TIMELINE' to:*

Kwesi Daniels  
NJ Green Homes Office  
NJ Housing and Mortgage Finance Agency  
[kdaniels@njhmfa.state.nj.us](mailto:kdaniels@njhmfa.state.nj.us)  
Phone: 609.278.7370  
Fax: 609.278.1754

For U.S. Post Office:  
P.O. Box 18550  
Trenton, NJ 08650-2085

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637 S. Clinton Ave.  
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